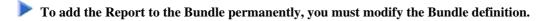
# **Other Active Report Functions**

# Adding an Active Report to a Bundle

This function adds an Active Report to an Opened Bundle for one distribution only.



1. On the Active Report List screen, enter BU in the two-character command line preceding the Active Report to be added. Press Enter.

The Put Report in Bundle window opens:

16:37:33 **** ENTIRE OUTPUT MANAGEMENT **** User ID GHH - Active Report List >Folder #Inbasket -									1-15
Cmd Report	created		RunNmbr	Lines	A R	L e	expires	Messag	ge
bu CHECK_DEVELOPMENT								19273	OK
ADABAS-START-JOB									
PRINT-TO-SYSPRINT									
DEPT-VENT +							+		
DEPT-TECH !							!		
DEPT-SYSU !	Put 1	report	in bund	dle			!		
CHECK_DEVE !							!	19178	OK
CHECK_DEVE ! Repor	rt CHECK_DE	EVELOP	MENT	Nu	m 1	9273	!	19155	OK
CHECK_DEVE ! Bund]	Le	_		Nu	m 4	0404	104!	18758	OK
CHECK_DEVE !							!	18757	OK
CHECK_DEVE ! PF3 E	Exit						!	18755	OK
CHECK_DEVE +							+	18756	OK
CHECK_DEVELOPMENT	20001110 0	09:19	18754	27		S 2	20010208	18754	OK
CHECK_DEVELOPMENT	20001110 (	09:18	18753	87		S 2	20010208	18753	OK
CHECK_DEVELOPMENT	20001110 (	09:18	18752	103		S 2	20010208	18752	OK
Top Of Data									
Command =>									
Enter-PF1PF2PF3	PF4PF5	5PF	6PF7-	PF8P	F9-	PF	10PF1	1PF12	2
Help Exit	Flip		_	+ E	xt	<	: >	Meni	u

2. Enter the name of the Bundle in which to put the Report and press Enter.

Depending on the setting of the user profile field Restrict Abun, you can either put the report in any bundle or only in a bundle to which you have access. Administrators can put the report in any bundle, regardless of the setting of Restrict Abun.

For more information on user profile settings, refer to the subsection Defining a User in the System Programmer's Documentation.

#### **Field Descriptions**

Report

The name of the Active Report to be put in the Bundle.

Bundle

Enter the name of the Bundle in which the Active Report is to be put.

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# **Printing an Active Report**

- This function prints an Active Report.
- On the Active Report List screen, enter PR in the two-character command line preceding the Report to be printed. Press Enter.

The Printer Selection List window opens:

10:35:28	****	ENTIRE OUTPUT MANAGEMENT ****	2000-11-15
User ID GHH - Act	-+-		+
	!	- Printer Selection List -	!
Cmd Report	!		!
	_ !	Select with any character	!
pr CHECK_DEVELOPMENT	!		! 5
ADABAS-START-JOB	!	_ DISKMVS	! 5
PRINT-TO-SYSPRINT			! 5
DEPT-VENT	!	_ DAEPRT14 DC Group Printer	!
DEPT-TECH	!	_ DAEPRT45 Rm. 229	!
DEPT-SYSU	!	_ MRSCNTO Print to Connect CON	!
CHECK_DEVELOPMENT	!	_ MRSCNT1 Print to Connect CON	! 3
CHECK_DEVELOPMENT	!	_ NOM141T1 Test printer 1 in Rm. 116	! 3
CHECK_DEVELOPMENT	!	_ NOM211-R test NOM211-M	! 8
CHECK_DEVELOPMENT	!	_ SYSPOWER	! 8
CHECK_DEVELOPMENT	!	_ SYSPRBS2	! 8
CHECK_DEVELOPMENT	!		! 8
CHECK_DEVELOPMENT	!	Hold Printout (Y/N)	! 8
CHECK_DEVELOPMENT	!	Copies	! 8
CHECK_DEVELOPMENT	!		! 8
Top Of Data	!	PF3 Exit PF7 Up PF8 Down	!
Command =>			!
Enter-PF1PF2PF3	-!'	Top Of Data	!
Help Exit	+-	- 	+

Only those printers are listed which are PUBLIC or for which the User is authorized (see the subsection Adding a User to an Authorization List). The printers on which the Active Report is usually printed are **highlighted**.

## **Field Descriptions**

• Hold Printout
Enter Y to place Printout in HOLD status.

#### **Selecting a Printer**

- To select a printer on which to print an Active Report
  - 1. Enter any character in the one-character input field preceding the appropriate printer.
  - 2. Press Enter to print the Report immediately.

# **Distribute Active Report to Extra Users**

This function distributes an Active Report to a User or group of Users on a Distribution List who are not defined in the Distribution Attributes for the Report. For more information, see the subsection Distribution Attributes.

• On the Active Report List screen, enter DS in the two-character command line preceding the Active Report you want to distribute. Press Enter.

The Distribute Report to User window opens for the Active Report you selected:

```
**** ENTIRE OUTPUT MANAGEMENT ****
                                                                                    2000-11-15
                    - Active Report List >Folder #Inbasket
 User ID GHH
 Cmd Report
                                      Mail Date/Time Description
  ds CHECK_DEVELOPMENT 20001121 16:13 Output of Check Routines for Deve
__ CHECK_DEVELOPMENT 20001121 16:13 Output of Check Routines for Deve
__ CHECK_DEVELOPMENT 20001121 16:13 Output of Check Routines for Deve
__ CHECK_DEVELOPMENT 20001121 16:13 Output of Check Routines for Deve
__ CHECK_DEVELOPMENT 20001121 16:13 Output of Check Routines for Deve
__ CHECK_DEVELOPMENT 20001121 16:13 Output of Check Routines for Deve
    CHECK DEVELOPM +----+ k Routines for Deve
    CHECK DEVELOPM !
                                                                       ! k Routines for Deve
  __ CHECK_DEVELOPM ! Distribute report to user
                                                                       ! k Routines for Deve
  __ CHECK_DEVELOPM !
                                                                        ! k Routines for Deve
  __ CHECK_DEVELOPM ! User ID ... _____
                                                                       ! k Routines for Deve
  __ CHECK_DEVELOPM !
                                                                        ! k Routines for Deve
     CHECK_DEVELOPM ! PF3 End
                                                                        ! k Routines for Deve
            !
                        +-----
All
 Command =>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help Exit Flip
                                                    - + Ext <
                                                                                          Menu
```

#### **Field Descriptions**

• User ID

Enter the User ID of the additional User to whom the Active Report is being distributed. Press Enter to distribute the Active Report to the User.

## To select a User or group of Users on a Distribution List

• Enter a question mark? in this field and press Enter.

The Member Name window opens:

```
16:14:19
                          **** ENTIRE OUTPUT MANAGEMENT ****
                                                                                          2000-11-15
 User ID GHH - Active Report List >Folder #Inbasket
 Cmd Report
                                        Mail Date/Time Description
  ds CHECK_DEVELOPMENT 20001121 16:13 Output of Check Routines for Deve
__ CHECK_DEVELOPMENT 20001121 16:13 Output of Check Routines for Deve
__ CHECK_DEVELOPMENT 20001121 16:13 Output of Check Routines for Deve
__ CHECK_DEVELOPMENT 20001121 16:13 Output of Check Routines for Deve
__ CHECK_DEVELOPMENT 20001121 16:13 Output of Check Routines for Deve
  ___ CHECK_DEVELOPM +----- for Deve
  __ CHECK_DEVELOPM !
                                                                              ! k Routines for Deve
  __ CHECK_DEVELOPM !
                                     Member Name
                                                                              ! k Routines for Deve
  __ CHECK_DEVELOPM !
                                                                              ! k Routines for Deve
  ____CHECK_DEVELOPM:
___CHECK_DEVELOPM! Enter a defined User ID or a ! k Routines for Deve
___CHECK_DEVELOPM! defined Distribution List Name ! k Routines for Deve
____k Routines for Deve
     CHECK_DEVELOPM !
                                                                            ! k Routines for Deve
                         ! PF4 User-list PF5 Dist-List
All
 Command => _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help Exit Flip - + Ext < > Menu
```

This window enables you to display a list of all individual Users and all Distribution Lists to receive the Report.

#### **Special PF Keys**

PF Key	Function	Explanation
PF4	User-List	Display a list of all Users.
PF5	Dist-List	Display a list of all Distribution Lists.

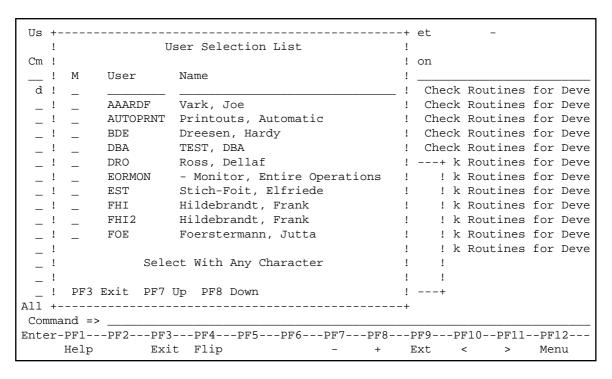
#### **Select Extra User to Receive a Report**



#### To select a single User to receive a Report

1. Press PF4 (User-List) in the Member Name window.

The User Selection List window opens:



This window displays a list of all Users defined for your Entire Output Management system.

2. Select a User from the User Selection List window by entering any character in the one-character input field preceding the User ID to be added and pressing Enter.

The User ID is written to the User ID field of the Distribute Report to User window.

- To distribute the Active Report to the Inbasket Folder of the additional User
  - Press Enter again.

This User can then browse and print the Report. You can also restrict the User's view of the Report by modifying the Report Layout. For more information, see the subsection Modifying the Layout of an Active Report.

#### **Select Extra Distribution List**



To select an additional group of Users on a Distribution List to receive a Report

1. Press PF5 (Dist-List) in the Member Name window.

The Distribution List Selection window opens:

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16:24:49	**** ENTIRE OUTPUT	TIRE OUTPUT MANAGEMENT ****			2000-11-15			
Use +		+	#Inbas	ket	-			
!		!						
Cmd ! Dist	cribution List Selection	!	escript	ion				
!		!						
ds!	M List	!	utput o	f Check	Routines	for Deve		
!			-		Routines			
!	_ LIST-1		-		Routines			
!	_ NOM141		-		Routines			
!	_ NOM211	!	-		Routines			
!	_ STEVELST	!			Routines			
!	_ TSTLIST1	!			Routines			
_ !	_ TSTLIST3	!			Routines			
_ !	_ XSISZH	!			Routines			
!	_	!	r a		Routines			
_ !	_	!	Name		Routines			
_ !	_	!		! k	Routines	for Deve		
!		!		!				
— ! S	Select with any character	!	ist	!				
_ !		!		+				
	Exit PF7 Up PF8 Down	!						
Com!		!						
Linee .		+	110		F10PF11-			
Help	Exit Flip	_	+	Ext	< >	Menu		

This window displays a list of all Distribution Lists defined for your Entire Output Management system.

2. Select a Distribution List by entering any character in the one-character field preceding the name of the Distribution List to receive the Report and pressing Enter.

The Distribution List name is written to the User ID field of the Distribute Report to User window.

- To distribute the Active Report to the Inbasket Folder of the extra Users on the Distribution List
  - Press Enter again.

All these Users can then browse and print the Report. You can also restrict the Users' view of the Report by defining a Report Layout for the Distribution List. For more information, see the subsection Modifying the Layout of an Active Report.

## **List Users Connected to Active Report**

- This function lists all Users to whom an Active Report is distributed.
  - On the Active Report List screen, enter US in the two-character command line preceding the Report for which Users are to be listed. Press Enter.

The Users Connected to Report window opens:

```
16:01:52
                **** ENTIRE OUTPUT MANAGEMENT ****
                                                        2000-11-15
User ID GHH - Active Report List >Folder #Inbasket -
     +-----
           - Users Connected To Report -
Cmd Rep !
                        CHECK DEVELOPMENT
 us CHE !
                                                              ! 15
 __ CHE ! User ID Lastname, Firstname
                                                     Message! 15
 __ CHE !
 __ XSI ! FHI Hildebrandt, Frank
 __ XSI !
 __ XSI !
 __ CHE !
                                                              ! 13
 __ CHE !
                                                              ! 13
                                                              ! 08
 __ CHE !
                                                              ! 08
 __ CHE !
                                                              ! 08
 __ CHE !
                                                              ! 08
   CHE !
  __ CHE ! All
                                                              ! 08
 __ CHE !
                                                              ! 08
 __ CHE !
                                                              ! 08
Top Of D ! PF3 = Exit PF7 = Up PF8 = Down
Command +----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     \texttt{Help} \qquad \texttt{Exit} \quad \texttt{Flip} \qquad \quad - \qquad + \qquad \texttt{Ext} \qquad > \qquad \texttt{Menu}
```

This window lists all Users who receive the Report, whether they are in the Distribution List or have been selected with the DS line command.

# **Deleting an Active Report**

## To delete an Active Report

1. On the Active Report List screen, enter DE in the two-character command line preceding the Active Report to be deleted and press Enter.

If CONFIRM is set to ON, a window opens which asks you to confirm deletion by typing the name of the Active Report again.

2. Type the Report name in the input field provided and press Enter.

A message confirms:

```
Object deleted
```

#### Note:

If the Active Report is in the archive, this command marks it for deletion.

The Active Report is deleted from the archive on the following day. (owner only)

## **Archiving an Active Report**

This function marks an Active Report for archiving or cancels the archiving flag.

An Active Report marked for archiving is archived the next time the Archiving task is active.

To archive an Active Report

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• On the Active Report List screen, enter AR in the two-character command line preceding the Report to be marked for archiving or whose archiving flag is to be cancelled. Press Enter to mark the Report or cancel the archiving flag.

## **Reviving an Archived Report**

This function marks an Active Report for reviving or cancels the reviving flag.

An Active Report marked for reviving is revived the next time the Reviving task is active. The Report is restored to the list of Active Reports on the Active Report List screen.

#### To revive an Archived Report

• On the Active Report List screen, enter RV in the two-character command line preceding the Report to be marked for reviving or whose reviving flag is to be cancelled. Press Enter to mark the Report or cancel the reviving flag.

When reviving an active report, specify the location to which it should be revived (**S**pool, **D**atabase or Connect) and, optionally, a bundle to which the active report will be added when it is revived.

If you enter the name of the bundle, the report is added to an open active bundle at revive time. If there is no open active bundle, one is created if a master bundle with the same name exists.

If there is no master bundle with the given name, an error message will be displayed.

## **Confirm Print of an Active Report**

This function releases an Active Report for printing. The Report is printed only when all target Users have confirmed by issuing this command. The Report must be defined with the  ${\bf C}$  option in the Hold Logic field of the Report Definition - Printing Attributes screen.

## To confirm print of an Active Report

• On the Active Report List screen, enter CP in the two-character command line preceding the Report to be released for printing. Press Enter to confirm.

For more information about the Hold Logic field, see the appropriate field description under the heading Field Descriptions: Report Definition - Printing Attributes.

## Filing an Active Report

This function enables you to take an Active Report filed in your current Folder and file it in another Folder.

## To file an Active Report

1. On the Active Report List screen, enter FI in the two-character command line preceding the Report to be filed and press Enter.

The File Active Report window opens:

```
5:57:18 **** ENTIRE OUTPUT MANAGEMENT ****
User ID GHH - Active Report List >Folder #Inbasket
15:57:18
                                                    2000-11-15
 Cmd Report
                         created RunNmbr Lines A R L expires
  fi CHECK_DEVELOPMENT 20001117 17:29 19273 131 S 20010215
  ___ CHECK_DEVELOP +------ 215
  __ CHECK_DEVELOP !
  __ ADABAS-START- !
                           - File Active Report -
  __ ADABAS-START- !
  __ ADABAS-START- ! Report
  __ CHECK_DEVELOP ! Name ..... CHECK_DEVELOPMENT
                                                          ! 213
  __ CHECK_DEVELOP !
                  Run number .... 19273
                                                          ! 213
  __ CHECK_DEVELOP !
                                                          ! 208
  __ CHECK_DEVELOP ! To Folder ..... _____
                                                          ! 208
  __ CHECK_DEVELOP !
                                                          ! 208
    CHECK_DEVELOP ! PF3 = Exit
  __ CHECK_DEVELOP +----- 208
  __ CHECK_DEVELOPMENT 20001110 09:18 18753 87 S 20010208
  __ CHECK_DEVELOPMENT
                        20001110 09:18 18752
                                              103
                                                     S 20010208
Top Of Data
 Command =>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help Exit Flip - + Ext < > Menu
```

2. Enter the name of the Folder in which the Active Report is to be filed in the To Folder field and press Enter.

The Active Report now appears in the new Folder. If the Folder to which the Active Report is filed is a link to the Folder of another user, the Report is copied. If it is one of your own Folders, the Report is moved.

## **Display Active Report Definition**

- This function displays the Report definition which generated the Active Report.
  - On the Active Report List screen, enter DD in the two-character command line preceding the Active Report for which you want to display the Report definition. Press Enter.

The Report Definition >General Attributes screen appears for the Report you selected:

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```
**** ENTIRE OUTPUT MANAGEMENT ****
                                                          2000-11-15
 17:55:03
User ID GW - Report Definition >General Attributes -
Report
   Name ..... ADABAS-START-JOB_
   Description ...... ADABAS Start Job mit Statistiken
   Type ..... M
Keywords ..... __
Master Owner ..... MRS__
Store in NOM DB ..... Y
Archive directly ..... {\tt N}
Retention
                   Report
                            Archive Revive
  Number ..... 7__
   Unit ..... A
   Calendar .....
   Action ..... P
Command => _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
    Help Add
             Exit Flip
                         Ident Print Dist Separ
```

For further information, see the subsection General Attributes.

# **XREF Information for Active Report**

- The XREF Cross Reference function displays a list of all Bundles in which the Report is contained.
  - On the Active Report List screen, enter XB in the two-character command line preceding the Report to be cross referenced and press Enter.

The Xref for Report window opens:

15:39:								+ 00-11-15
User ID	User ID ! - Xref for Report DBSS1-VENT/21770 !							!
	!							!
Cmd Rep	!	Bundle		Run-No	Group	Seq	Status	! pires
	!							!
xb DBS	!							! 010215
CHE	!							! 010215
CHE	!							! 010215
XSI	!							!
XSI	!							!
XSI	!							!
CHE	!							! 010213
CHE	!							! 010213
CHE	!							! 010208
CHE	!							! 010208
CHE	!							! 010208
CHE	!							! 010208
CHE	!							! 010208
CHE	!							! 010208
CHE	!							! 010208
Top Of D	!							!
Command	!	PF3 = Exit	PF7 = Up	PF8 = Down	PF9 = Ex	t		!
Enter-PF	!							! -PF12
Не	+-							+ Menu

### **Column Headings**

• Bundle

Name of the Bundle in which the Report is contained.

- Run-No
  - Internal Report identification.
- Group

Group identifier assigned to the Report in the Bundle.

Seq

Sequence number assigned to the Report in the Bundle.

- Status
  - Bundle status.
- Printer

Logical Printer assigned to the Report in the Bundle.